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UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR Secretarial Officers
 Heads of Operating Units

FROM: Deborah A. Jefferson 
 Director for Human Resources
 Management

SUBJECT: Congressional, Legislative and Intergovernmental Affairs
 Directors' Performance Evaluation Rating Process for Fiscal
 Year 2008

Pursuant to Department Organization Order (DOO) 10-12, "Assistant Secretary for Legislative and Intergovernmental Affairs," dated February 7, 2006, the Assistant Secretary for Legislative and Intergovernmental Affairs shall provide 50 percent input into the Department's operating unit congressional, legislative and intergovernmental affairs directors' annual performance plans and appraisals. Per my memorandum dated November 27, 2007, the critical element(s) the Assistant Secretary provided for each congressional, legislative and intergovernmental affairs director's plan will represent the Assistant Secretary's 50 percent input.

The details relative to the end-of-year performance appraisal procedure are outlined below:

1. The operating unit congressional, legislative and intergovernmental affairs directors' annual performance plans will be provided to the Office of Legislative and Intergovernmental Affairs (OLIA) by October 1, 2008.
2. The Assistant Secretary for Legislative and Intergovernmental Affairs will provide a rating for the critical element(s) they included in the employees' performance plan and supply that rating and the accompanying narrative to the rating officials for incorporation into the final evaluation. OLIA will provide this input to the rating official by October 15, 2008.
3. The rating officials must calculate the final rating for the employee by including the Assistant Secretary's appraisal of the OLIA critical element(s), which total 50% of the overall plan. It is anticipated that only in the rarest of cases might the ratings assigned by the Assistant Secretary be changed by the rating official, but in no case may the ratings be altered without consultation with the Assistant Secretary. Further, the rating officials are advised to communicate the overall summary rating given to the employee with the Assistant Secretary prior to meeting with the employee. Please note that there may be instances in which the Assistant Secretary or his designee may participate with the rating official at the employee's review meeting.

For FY09, the Assistant Secretary will contribute a distinct critical element(s) for each role of 1) legislative and 2) intergovernmental affairs duties as was done for FY08. If you have any questions concerning the final rating process, please contact me at (202) 482-4807.

cc: Principal Human Resources Managers